

ALL INFORMATION MUST BE COMPLETED FOR ANALYSIS

(Please PRINT one letter per box):

DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES

ENVIRONMENTAL LABORATORY

P.O. Box 4369, Helena, MT 59604 (406) 444-2642 Toll-Free (800) 821-7284



ANALYSIS REQUEST FORM FOR PUBLIC WATER SYSTEMS

Sampling from Entry Points

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BacT	T Nutrients Common Ions		Metals	Wet Chem	DW 508 DW 525	DW 515		VOC THM	DW 531	DW 552	WellPest WellPetro	WellHerb
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- Under 48 hours for IC?			Y	1	Lachat: :	50	250		Metals:	L F	Н	NO_3
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DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES

ENVIRONMENTAL LABORATORY

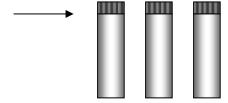
1400 BROADWAY, HELENA, MT 59620 PHONE (406) 444-2642 FAX (406) 444-2617

Sampling Instructions

VOLATILE ORGANIC COMPOUNDS

Sampling Supplies:

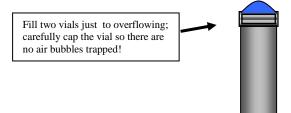
- Sampling vials -3 glass vials, with preservative inside
- one vial contains a Trip Blank; do not open this vial
- Ice packs
- Cooler



Instructions:

Samples must be collected from your entry point or as close to your well as possible. Collect samples as early in the week as you can (Monday through Wednesday, if possible) and ship them to the laboratory immediately after collection.

- 1. Freeze the ice packs the day before sample collection
- 2. Remove the aerator or screen from the cold water tap and run the water for several minutes before sample collection
- 3. Without rinsing the collection vials, fill two of the vials just to overflowing. Do not open the vial labeled "Trip Blank"; it goes along for the ride.
- 4. Recap the vials tightly, making sure **no air bubbles** are trapped in the vials. Mix the vials vigorously for several seconds. If bubbles are evident, uncap the vials and add several more drops of water. Repeat this step until no bubbles remain in the mixed vials.



- 5. Using a waterproof marker, label the bottle with Public Water Supply ID #, Sample ID or Entry Point number, collect date and time
- 6. Fill out the enclosed information sheet
- 7. Pack the cooler securely with the ice packs, to prevent the bottles from moving during shipment
- 8. Ship the cooler back to the lab as soon as possible.
- 9. If you have any questions, please call 406-444-2642



DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES ENVIRONMENTAL LABORATORY 1400 BROADWAY, HELENA, MT 59620

PHONE (406) 444-2642

FAX (406) 444-2617

SAMPLE COLLECTION INSTRUCTIONS – SOCs and VOCs

SOCs are collected in **amber quart sized jars** and/or an **amber ½ pint-sized jar.**VOCs are collected in **3 small glass vials** in packing foam.
Please follow the instructions below for collecting your sample.

General Instructions

- 1. Freeze the ice packs overnight before sampling. Make sure they freeze flat.
- 2. Glass amber bottles contain preservatives. **Do not rinse them out**.
- 3. Glass vials also contain preservatives; do not rinse them out.
- 4. Take samples from a cold water tap indoors (do not take samples from a hose.)
- 5. Remove the aerator, and allow the water to run for 5 to 10 minutes or longer before sampling.

SOCs

- 1. Fill the quart amber bottles full to the neck and cap tightly
- 2. Fill the small amber bottle (not the smaller vials) about 2/3 full and cap tightly

VOCs

- 1. Fill the vials according to the following instructions:
 - a. One vial has water in it already; this is a "trip blank" and **must not be opened**
 - b. Fill one empty vial just to overflowing, being careful not to flush out the preservative
 - c. Fill the duplicate vial as above (a)
 - d. Cap both bottles tightly, making sure the Teflon side of the cap liner faces toward the sample. Shake the samples vigorously for one minute. Invert the vials and observe if any air bubbles are trapped in it; bubbles will invalidate the sample. If you observe bubbles, uncap the vial and fill with a few more drops of water, cap and recheck for air bubbles until none are apparent.

Shipping Instructions

- 1. Completely fill out the information sheet included with the kit.
- 2. Repack the cooler so that the bottles will not hit each other and break during transit. The ice packs work well as cushions.
- 3. Tape the cooler securely closed. You may use any carrier for delivery of the cooler to the lab: bus, UPS, Postal Service priority mail, Federal Express or hand delivery.

For more information, please contact the Environmental Laboratory at (406) 444-2642.